



# Sunset Beach Sanitary District

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Minutes for the General Meeting of the Board of Directors

March 16th, 2023 - 6:30 p.m.

Sunset Beach Woman's Club - 16812 Bayview Drive, Sunset Beach CA 90742

**Directors present:** Secretary John Woods, Treasurer Bernard Hartmann, Dave Evans, and K.C. Coultrup.  
**Staff present:** Superintendent Brad VanMalsen, Supt. II Rolf Pridham, Asst. Supt. Eric Schlange, District Engineer Tom Dawes, and District Clerk Chris Montana.  
**Community:** None.

In President Hoad's absence, Secretary Woods called the meeting to order at 6:30 p.m.

Addition to Agenda: Due to the realization that immediate repairs were needed to the District's pump station, and the receipt of the service proposal had been received after this meeting's Agenda had been posted, Board members voted in accordance with Calif. Govt Code §54954.2(b)(2) to add the Agenda item. The vote was unanimous to add "Review and Possible Acceptance of Flo-Services Proposal" to this meeting's Agenda, as immediate action was required.

Review and Possible Approval of the February 9th, 2023 General Meeting of the Board Minutes: After Directors reviewed both the February 9<sup>th</sup> General Meeting of the Board Minutes, a motion was made and carried to approve as follows:

**MOTION:** Treasurer Hartmann moved to approve the February 9<sup>th</sup>, 2023 General Meeting of the Board Minutes as prepared. Secretary Woods seconded, and the motion passed unanimously.

Current Bills: District Clerk Montana presented the March 9th, 2023 Claims Transmitted for Payment in the amount of \$98,158.86. After review and discussion, K.C. Coultrup moved to approve the current bills and Claims for Payment for submission to the County Auditor-Controller for payment. Treasurer Hartmann seconded, and the motion passed unanimously.

Fund Balance: Treasurer Hartmann reported the Fund Balance as of February 28, 2023 to be \$2,323,445 and approved month-end bank reconciliations.

Clerk's Report: Clerk Montana reviewed the current month's trial balance with the Board. The Clerk also distributed the attached Proposed Rate Increase Notification Timeline for review and discussion. As a rate proposal had not yet been received from Republic Services for additional mandatory SB1383 Organic Waste Collection (it was originally expected to be received in January), it wasn't currently possible to calculate the estimated 2023-24 residential trash rates. A meeting with Republic Services was scheduled for March 31<sup>st</sup>.

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Review and Possible Acceptance of Flo-Services Proposal #23-004 for Broadway Pump Station Pump Discharge Gate Valves and Check Valve Replacements in the amount of \$22,237.32: Clerk Montana distributed Flo-Services' Proposal #23-004 for review. Superintendent VanMalsen explained why the current pump station repairs were required and the risks involved of delaying the work outlined in the proposal. After proposal details were discussed, a motion was made to accept the proposal as follows:

**MOTION:** Director Evans moved to accept the Flo-Services Proposal #23-004 dated March 14<sup>th</sup>, 2023 to replace Discharge Gate Valves and Check Valves at the Broadway Pump Station. Treasurer Hartmann seconded, and the agreement was signed accordingly.

Superintendent's Report (see attached): Superintendent VanMalsen reviewed the attached report with the Board, including the status of TVing the District's sewer lines, as well as the current month's flow report.

Engineer's Report (see attached): District Engineer Dawes discussed the attached Engineer's Report with the Board, and the following actions were taken based on the District Engineer's recommendations:

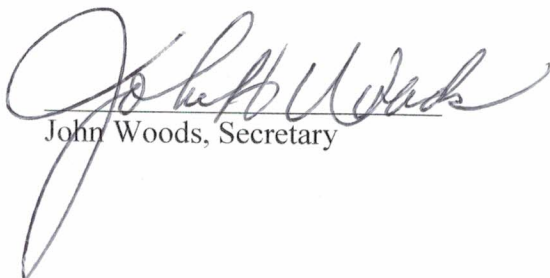
**MOTION:** Director Evans moved to authorize the District Engineer to solicit a proposal from Lee & Ro for added design services for incorporation of tunneling alternatives and permit support. Treasurer Hartmann seconded, and the motion passed unanimously.

**MOTION:** Director Evans moved to authorize the District Engineer to prepare a Scope of Work and solicit a proposal from Lee & Ro for construction management. Treasurer Hartmann seconded, and the motion passed unanimously.

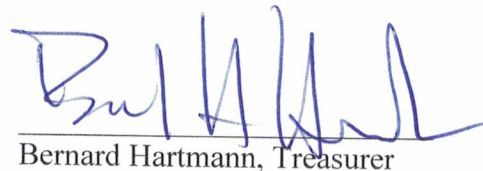
**MOTION:** Director Coultrup moved to approve an addition of \$5,500 for Engineering Services to the contract with Jones & Cahl, raising the authorized amount from \$4,500 to an amount NTE \$10,000. Treasurer Hartmann seconded, and the motion passed unanimously.

New Business / Board Member Items: None.

Adjournment: There being no further business to be brought before the Board, a motion was made by Director Coultrup to adjourn the meeting at 7:40 p.m. Treasurer Hartmann seconded, and the motion to adjourn passed unanimously.



John Woods, Secretary



Bernard Hartmann, Treasurer